

1 BILL NO. S-85-08-47

2 SPECIAL ORDINANCE NO. S- 169-85

3 AN ORDINANCE approving City Utilities
4 Purchase Order #A-45012 by the City of
5 Fort Wayne by and through its Depart-
6 ment of Purchasing and Friden Mailing
Equipment Co. for the Office Services
Department.

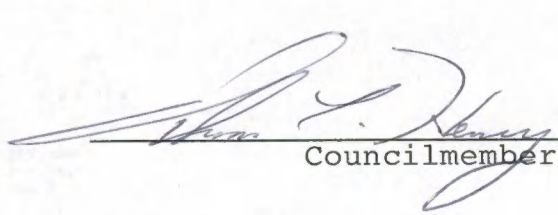
7 NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL
8 OF THE CITY OF FORT WAYNE, INDIANA:

9 SECTION 1. That City Utilities Purchase Order #A-45012
10 between the City of Fort Wayne, by and through its City Utilities,
11 and the Department of Purchasing and Friden Mailing Equipment Co.,
12 for the Office Services Department, respectfully for:

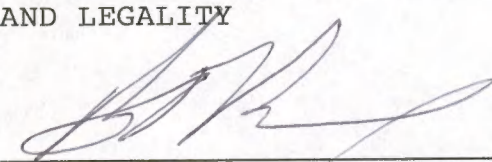
13 awarding a bid to the Friden Mailing
14 Equipment Co. with respect to the
15 purchase of a mailing insertion
machine capable of inserting four
(4) pieces into a carrier envelope;

16 involving a total cost of Eleven Thousand Three Hundred Eighty-
17 Two and No/100 Dollars (\$11,382.00), all as more particularly set
18 forth in said Purchase Order, which is on file in the Office of
19 the Department of Purchasing, and is by reference incorporated
20 herein, made a part hereof, and is hereby in all things ratified,
21 confirmed and approved.

22 SECTION 2. That this Ordinance shall be in full force
23 and effect from and after its passage, and any and all necessary
24 approval by the Mayor.

25
26 
27 Councilmember

28 APPROVED AS TO FORM
29 AND LEGALITY

30 
31 Bruce O. Boxberger, City Attorney
32

Read the first time in full and on motion by Henry, seconded by Stier, and duly adopted, read the second time by title and referred to the Committee City Utilities (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne Indiana, on _____, the _____ day of _____, 19____, at _____ o'clock _____ .M., E.S.

DATE: 8-27-85

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Henry, seconded by Stier, and duly adopted, placed on its passage. PASSED (~~LOST~~) by the following vote:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>	<u>TO-WIT:</u>
<u>TOTAL VOTES</u>	<u>9</u>	_____	_____	_____	_____
<u>BRADBURY</u>	<u>✓</u>	_____	_____	_____	_____
<u>BURNS</u>	<u>✓</u>	_____	_____	_____	_____
<u>EISBART</u>	<u>✓</u>	_____	_____	_____	_____
<u>GIAQUINTA</u>	<u>✓</u>	_____	_____	_____	_____
<u>HENRY</u>	<u>✓</u>	_____	_____	_____	_____
<u>REDD</u>	<u>✓</u>	_____	_____	_____	_____
<u>SCHMIDT</u>	<u>✓</u>	_____	_____	_____	_____
<u>STIER</u>	<u>✓</u>	_____	_____	_____	_____
<u>TALARICO</u>	<u>✓</u>	_____	_____	_____	_____

DATE: 9-10-85

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL)

(SPECIAL) (ZONING MAP) ORDINANCE (RESOLUTION) NO. S-169-85
on the 10th day of September, 1985,

ATTEST:

(SEAL)

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Mark E. GiaQuinta
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 11th day of September, 1985, at the hour of 11:30 o'clock PM .M., E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 11th day of September, 1985, at the hour of 400 o'clock P .M., E.S.T.

Win Moses, Jr.
WIN MOSES, JR., MAYOR

TAB SHEET - BID NO. 751
OPEN: June 27, 1985 AT 10:00 A.M.

	F/P	N/C	SURETY	ALTERNATE #1	ALTERNATE #2	PURCHASE PRICE	LEASE PRICE	MAINT. AGREE
BELL & HOWELL	OK	OK	BOND	23,651.00	18,071.00	23,951.00 18,371.00	515.91/mo. 401.78/mo.	930.00/yr.
PITNEY BOWES	NO	OK	ck#117264 1,151.75	23,035.00	21,356.00	#1/23,915.00 #2/22,236.00	783.19(36)/689.22(48) 726.10/592.68	1,550.00
FRIDEN MAILING	OK	OK	ck#097-0089 600.00	11,382.00	7,337.00	11,382.00 7,337.00	2,398.69 or 43/mo.	

CITY OF FORT WAYNE**DEPARTMENT OF PURCHASES**

Number One Main St., FT. WAYNE, IND. 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.*

*Mail all replies and correspondence, etc. to Attn. of Carol Offerle: 427-1101

DEPARTMENT OF PURCHASESPage 1 of 1Ref. No. 751Date June 7, 1985Date wanted 6/27/85Address Room 940, Number One Main St., Ft. Wayne, Ind. 46802**REQUIRED FOR DELIVERY TO:**

Department Office Services Department
or Division One Main Street

Address Fort Wayne, Indiana 46802

Fund _____
Appropriation No. _____

RETURN ORIGINAL TO THE CITY — RETAIN DUPLICATE COPY FOR YOUR FILE

Closing _____
Time of Bids June 27, 1985 at 10:00 a.m.

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 24508. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
		ONE MAIL INSERTING MACHINE PER THE ATTACHED SPECIFICATIONS (See page 11 of 18).		
		AFFIRMATIVE ACTION: On File _____ Attached _____		

Bid Bond required ☐ NO ☒ YES 5% Performance Bond ☒ NO ☐ YES NO
See instruction item No. 16 on reverse side hereof.

Terms 1 % cash discount if paid within 10 days from delivery and acceptance of goods or completion of service

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within _____ days from receipt of order.

IMPORTANT

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here: Frیدن Mailing Equipment Div.POSTAGE/UPS COMPUTING SYSTEMS CO.

Name of Company _____
For [Signature] Title Manager

Address P.O. 5162 / 3498 N. Clinton St.

Alternate #3 - To ADD 2nd non-metered model PF145 w/PF45N:

Outright Purchase Price	\$ <u>6,970</u>
	(@ 2.39%/mo. x
Lease Purchase Price (**60 Mos.)	\$ <u>Purchase Price</u>)
(Maintenance Agreement	\$ <u>39</u> /mo.

BID NO. 751
INSERTER SPECIFICATIONS

Capable of conveying four inserts into the carrier envelope.

Capable of handling over 80,000 monthly statements.

Capable of inserting into a variety of envelope sizes

Maximum size - 9 1/2" X 6 1/4"

Minimum size - 6" X 3 1/4" with easy no-tool changeover

Insert size: Maximum size - 6" X 9"

Minimum size - 3" X 5"

Ability to net over 25,000 pieces in an eight hour shift.

Interface for a postage meter to include a turning device and delivery system.

Note: Alternate 1 and Alternate 2

Detection at all stations to detect misses or doubles

Centralized machine operations for electronic error detection and station activation

Positive sealing of the envelope after the inserts have been inserted

Current electrical wiring and outlets must be sufficient

Current space must be adaptable

Meter specifications are to be bid under separate cover

Local service provided to include parts inventory

Installation to be completed no later than August 30, 1985

Price to include delivery, set-up and installation and disposing of all crates and packaging

FRIDEN

* Alternate #1 - Metered model	\$ 11,382
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PF145 w/PF45N, SD145 & 9150/**9257 Mail Machine

Alternate #2 - Non-metered model	\$ 7,337
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PF145 w/PF45N

(See either of the above

Outright Purchase Price	\$ Alternates #1 and/or #2)
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Lease Purchase Price	\$ @ 2.39%/mo. x Purchase Price)
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Metered Model - 69/mo.

Maintenance Agreement	\$ Non-Metered Model - 43/mo.
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* Also see Postage Meter Mailing Machine Bid No. 752

** Add \$31.60/mo. for Model 9257 All-Electronic USPS Decimal Postage
 Meter with maximum setting to \$99.999.99.

***Your present old Pitney Bowes equipment was acquired on a 60-Mo. Lease Purchase; therefore, we have quoted 60-Month Rate; however, a variety of other lesser and greater lease period rates are available.

CITY OF FORT WAYNE**DEPARTMENT OF PURCHASES**

Number One Main St., FT. WAYNE, IND. 46802

INVITATION

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*Mail all replies and correspondence, etc. to Attn. of Carol Offerle: 427-1101

DEPARTMENT OF PURCHASESAddress Room 940, Number One Main St., Ft. Wayne, Ind. 46802**REQUIRED FOR DELIVERY TO:**

Department Office Services Department
or Division One Main Street

Address Fort Wayne, Indiana 46802**RETURN ORIGINAL TO THE CITY — RETAIN DUPLICATE COPY FOR YOUR FILE**

Closing June 27, 1985 at 10:00 a.m.
Time of Bids

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 34508. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)Page 1 of 18Ref. No. 751Date June 7, 1985Date wanted 6/27/85

Fund _____
Appropriation No. _____

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
		<p>ONE MAIL INSERTING MACHINE PER THE ATTACHED SPECIFICATIONS (See page 11 of 18).</p> <p><i>Pitney Bowes</i> (#)</p> <p>AFFIRMATIVE ACTION: On File <u>X</u> Attached _____</p>		

Bid Bond required ☐ NO ☒ YES 5% Performance Bond ☒ NO ☐ YES NO
See instruction item No. 16 on reverse side hereof.

Terms _____ % cash discount if paid within _____ days from delivery and acceptance of goods or completion of service

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within _____ days from receipt of order

IMPORTANT

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here:

Name of Company

For _____ Title _____

Address _____

INSERTER SPECIFICATIONS

Capable of conveying four inserts into the carrier envelope.

Capable of handling over 80,000 monthly statements.

Capable of inserting into a variety of envelope sizes

Maximum size - 9 1/2" X 6 1/4"

Minimum size - 6" X 3 1/4" with easy no-tool changeover

Insert size: Maximum size - 6" X 9"

Minimum size - 3" X 5"

Ability to net over 25,000 pieces in an eight hour shift.

Interface for a postage meter to include a turning device and delivery system.

Note: Alternate 1 and Alternate 2

Detection at all stations to detect misses or doubles

Centralized machine operations for electronic error detection and station activation

Positive sealing of the envelope after the inserts have been inserted

Current electrical wiring and outlets must be sufficient

Current space must be adaptable

Meter specifications are to be bid under separate cover

Local service provided to include parts inventory

Installation to be completed no later than August 30, 1985

Price to include delivery, set-up and installation and disposing of all crates and packaging

Alternate #1 - Metered model	<u>\$ 23,035.00 - See Page 11A</u>
Alternate #2 - Non-metered model	<u>\$ 21,356.00 - See Page 11A</u>
Outright Purchase Price	<u>\$ See page - 11A</u>
Lease Purchase Price	<u>\$ See page - 11A</u>
Maintenance Agreement	<u>\$ See page - 11A</u>

Purchase prices are guaranteed until June 30, 1986
Per GSA Contract No. GS-00F-69218

INVESTMENT PROGRAM

Page 11A - Bid 751 - June 27, 1985

ALTERNATE #1

1 - Model 3144 Inserter with 5655 Mailing Machine and Power Stacker

PURCHASE:

Trade-in allowance 3144	\$23,915.00*
Total Purchase Price	<u>880.00</u>
	\$23,035.00*

LEASE:

36 Month Lease - per month	\$ 783.19*
48 Month Lease - per month	\$ 639.22*

ANNUAL MAINTENANCE \$1,823.00**

ALTERNATE #2

1 - Model 3144 Inserter with Seal Only Kit and Power Stacker

PURCHASE:

Trade-in allowance 3144	\$22,236.00*
Total Purchase Price	<u>880.00</u>
	\$21,356.00*

LEASE:

36 Month Lease - per month	\$ 726.10*
48 Month Lease - per month	\$ 592.63*

ANNUAL MAINTENANCE \$1,550.00**

*The above purchase prices are guaranteed not to change until June 30, 1986 per GSA Contract No. GS-00F-69218. Lease rates are based on making annual payments.

**Annual Maintenance cost includes unlimited service calls between 8:00AM and 5:00PM Monday through Friday. Contract includes unlimited parts, labor, and preventative maintenance. There is no limit on the number of service calls that will be performed each year.

SIGNIFICANT FEATURES OF
PITNEY BOWES INSERTING SYSTEM

The following basic features of the Pitney Bowes Systems Inserters contribute to high levels of productivity and accuracy:

1. FACE UP CONVEYING OF MATERIAL

All documents are transported face up for better control and inspection feeds from top of stack. Easier to make inspection and/or correction.

2. STRAIGHT INLINE FEED

Material is not turned, twisted or rotated. All feeding and inserting functions are completed in line before material is transferred into postage machine.

3. MATERIAL UNDER CONSTANT MECHANICAL CONTROL

Conveyors and paperguides have material under positive control.

4. ONE SIDE, "L" SHAPED OPERATION

One step operation. Easy access to loading feeder and unloading stacker from one side. Occupies minimum floor space. Fits any corner location.

5. INTEGRATED UNIT

Burster, inserter mailing machine, and meter are simple to operate. Serviced by PB Personnel. No divided responsibility.

6. LARGE CAPACITY FEEDERS

Envelope Feeder holds full box of envelopes. 18" capacity on all Insert Feeders. Flared side guides for easy load. Self centering side guides for quick and easy set up.

7. SPEED CONTROL

Adjustable from 80 to 108 cycles per minute with burster and for decision feature combinations. Can be slowed down for new operator or bulky material.

8. MISS AND DOUBLE DETECTION

Failure to feed stops machine. Feeding of double stops machine. Easy to set --- immediate electronic reaction. No cumulative jams.



9. HEAVY DUTY RUGGED CONSTRUCTION

The latest concepts of materials, bearings and clutch controls assure long life with consistent production. The most modern IC circuit control machine function with utmost reliability.

10. FRICTION SEPARATION

Allows positive separation of material such as punch tab cards, booklets, and accordian fold mailing materials.

11. ROTARY DEMAND FEED

This technique provides greatest flexibility and maximum control in paper handling.

Pitney Bowes technique of feeding has been used for decades by the Post Office to cancel millions of pieces of mail daily. It is also used by banks for counting money, sorting checks, counting food stamps, and other jobs requiring 100% accuracy and reliability.

This type of feed is also used by IBM on their laser printers which are designed to print at very high speeds.

12. "FACE-UP" FEEDING OF MATERIALS

All documents are fed "face-up" for better control and operator inspection. This develops operation confidence with resulting higher production.

Should an error in feeding of material occur, correction is simple, for there is no need to remove the entire stack of material from the feeder to correct the error. Just remove the one piece and replace it in the feeder.

"Face-up" feeding means the piece you see is the one being fed into the envelope.

13. EASE OF OPERATION

All controls, the loading and unloading of the feeders and stackers, are handled by the operator on one side of the machine, which results in increased production and insures maximum safety. Selfcentering side guides align all material.

14. PROTECTION OF MATERIALS

Extensive detector system protects valued documents.

Detectors eliminate "cumulative jams".

Double document detectors on all enclosure feeders measure thickness of each document to be certain complete accuracy is maintained.



Pitney Bowes

SIGNIFICANT FEATURES (CONTINUED)

15. SAFE DESIGN

All moving parts covered to protect the operator. One-sided operation eliminates need for reaching over or around mechanism. No "false" start-ups possible. Two hands required to start the machine.

16. DURABLE CONSTRUCTION

Heavy-duty I-beam design assures long life. Shock absorber mounted to minimize vibration and wear at high speeds. Sealed ball-bearings, dust-free operation minimize maintenance.

17. ONE-CYCLE OPERATION

To facilitate ease of set-up, the machine is equipped with a one cycle operation feature which allows the operator to check a collation of material prior to starting a continuous run.

18. TRAINING

Well-trained operators are the key to high production. Pitney Bowes takes full responsibility for installation training. Training on the inserter, merger, burster, folder will enable your personnel to quickly reset the machine to handle the variety of programs your operation demands, and to achieve maximum throughput production.

31. SERVICE

Pitney Bowes' Inserting Systems are designed for reliability and backed by quality local service. We have 8 service representatives based in Fort Wayne who are trained on our console inserting systems. Our goal is to respond to inserter service calls within 4 hours.

PROPOSED METHOD

MODEL 5654 & 5655 MAILING MACHINE

- THE COMPATABILITY OF THE 5655 AND 5654 WITH THE 6500 AND 5300 RMRS METERS PROVIDES THE CONVENIENCE, ACCOUNTABILITY AND COST SAVING OF THE TELEPHONE RESET PROCESS.
- THE 6500 SERIES AND THE MODEL 5323 METERS ALSO DELIVER \$99,999 POSTAGE CAPACITY.
- THE 6500 SERIES AND 5300 SERIES METERS ALLOW COMPATIBILITY BETWEEN YOUR EXISTING 6500 AND 5300 SERIES MAILING MACHINE METERS. THIS PROVIDES BACKUP WITHOUT ADDING EXTRA METERS.
- THE 6500 SERIES AND THE NEW FRACTIONAL 5324 METER WILL PROVIDE THE DIGITS NEEDED FOR THE DECIMAL APPLICATIONS, BULK RATE, AND ZIP + 4.
- THE ELECTRONIC METERS OFFERS INTERFACING CAPABILITIES NOT ONLY WITH EXISTING SYSTEM BUT ALSO WITH NEW SYSTEMS NOT IN THE DESIGN STAGES.
- THE 5655 AND 5654 PROVIDE A SEPARATE WATER SUPPLY AND INDICATOR LIGHT TO IMPROVE SEALING AND INCREASE RELIABILITY.
- THE NEW INKING SYSTEM HAS A GREATER CAPACITY DELIVERING INCREASED RELIABILITY WITH QUALITY IMPRESSIONS.
- THE MODERN DESIGN AND RUGGED CONSTRUCTION PROVIDES DEPENDABILITY AND RELIABILITY FOR LONG LIFE IN THIS HEAVY USAGE INSERTER MARKETPLACE.

DIMENSIONS: Length 20.50," Width 17.12," Height 11.62"

WEIGHT: 70 lbs.

ENVELOPE:

SIZE OF SPECTRUM: 3- $\frac{1}{4}$ " x 6- $\frac{3}{8}$ " (83mm x 162mm)
 9- $\frac{1}{2}$ " x 12- $\frac{3}{4}$ " (241mm x 324mm)

THICKNESS: 3/8" (9.5mm) But limited to $\frac{1}{4}$ " by inserter application.
 (7/32" + Envelope thickness totals $\frac{1}{4}$ ")

CITY OF FORT WAYNE**DEPARTMENT OF PURCHASES**

Number One Main St., FT. WAYNE, IND. 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.

*Mail all replies and correspondence, etc. to Attn. of Carol Offerle: 427-1101

DEPARTMENT OF PURCHASESAddress Room 940, Number One Main St., Ft. Wayne, Ind. 46802**REQUIRED FOR DELIVERY TO:**

Department Office Services Department
or Division One Main Street

Address Fort Wayne, Indiana 46802**RETURN ORIGINAL TO THE CITY — RETAIN DUPLICATE COPY FOR YOUR FILE**

Closing June 27, 1985 at 10:00 a.m.
Time of Bids

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 14504. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)Page 1 of 18Ref. No. 751Date June 7, 1985Date wanted 6/27/85

Fund
Appropriation No.

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
One		ONE MAIL INSERTING MACHINE PER THE ATTACHED SPECIFICATIONS (See page 11 of 18).		
		Alternate #1: Bell & Howell PHILLIPSBURG Model E-5000 inserter, metered model (choice of meters provided)	\$23,651.00	
		Outright Purchase (including delivery, set-up, etc.)	\$23,951.00	
		Lease Purchase (per month, 5 year lease, \$1 buyback) (total: \$30,955.60)	\$515.91	
		Maintenance Agreement: Ltd full per year	\$930.00	
		AFFIRMATIVE ACTION: On File <u> </u> Attached <u> X </u>		

Bid Bond required ☐ NO ☒ YES 5% Performance Bond ☒ NO ☐ YES NO
See instruction item No. 18 on reverse side hereof.

Terms % cash discount if paid within days from delivery and acceptance of goods or completion of service

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid is accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within days from receipt of order

IMPORTANT

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here:

Name of Company

Per Bel & Howell Co. Title SALES REP.Address 6255 COFFMAN ROAD

CITY OF FORT WAYNE**DEPARTMENT OF PURCHASES**

Number One Main St., FT. WAYNE, IND. 46802

INVITATION

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TAX EXEMPT (Unless otherwise indicated)Page 1 of 18Ref. No. 752Date June 7, 1985Date wanted 6/27/85

Fund
Appropriation No. _____

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
One		One (1) postage meter mailing machine per the attached specifications (See page 11 of 18).		
		Alternate #2: Bell & Howell PHILLIPSBURG Model E-5000 inserter, stacker model (non-metered)	\$18,071.00	
		Outright Purchase (including delivery, set-up, etc.)	\$18,371.00	
		Lease Purchase (per month, 5 year lease, \$1 buyback) (total: \$24,107.80)	\$401.78	
		Maintenance Agreement: Ltd full per year	\$930.00	
AFFIRMATIVE ACTION: On File _____ Attached <u>X</u>				

Bid Bond required ☐ NO ☒ YES 5% Performance Bond ☒ NO ☐ YES NO

See instruction item No. 18 on reverse side hereof.

Terms _____ % cash discount if paid within _____ days from delivery and acceptance of goods or completion of service

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within _____ days from receipt of order.

IMPORTANT

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here:

For Bell & Howell Co. Name of Company
Title SALES REP
Address 6255 COFFMAN ROAD

Trade-In

Should the City of Fort Wayne choose to trade in their current inserter, we would consider offering the city a trade in for the equipment to remove it from their premisses.

Trade-in (Pitney Bowes 3144). \$800.00

Should the City of Fort Wayne decide to trade in their inserter, the following are the adjustments to the bids offered.

Alternate bid #1

Bid Price	\$22,851.00
Outright Price	\$23,151.00
Lease Purchase	\$498.68

Alternate bid #2

Bid Price	\$17,271.00
Outright Price	\$17,571.00
Lease Purchase	\$384.28

We would prefer not to take in the current equipment in trade but we are offering the trade-in above as a courtesy to the city.

OPERATIONAL ADVANTAGES AND FEATURES
OF THE PHILLIPSBURG MODEL 5000

EASY SETUP

Your Phillipsburg with its simplicity and visibility in design, is the easiest Inserter made to commence full production. This means that you will be able to utilize the machine for many inserting jobs besides statements, if and when they arise. NO tools are required when going from one envelope or insert size to another.

COMPLETE VISIBILITY OF OPERATION

In your payroll mailing, this is most important. On the Phillipsburg, there is no operational point covered or hidden from view, allowing ready ascertainment of adjustments which may or may not have to be made during a run. No guesswork needed. Everything is in open view to your operator.

COMPLETE ACCESSIBILITY OF MATERIAL

When in full operation, the ability to quickly correct any malfunction is very important. On the Phillipsburg, corrections are made at the time the machine detection stops the Inserter. There is no cycling of the machine required until the problem condition becomes accessible.

AUTOMATIC RE-ALIGNMENT OF INSERTS

ANY insert placed in the insert raceway will automatically be realigned with its accompanying inserts before insertion into the mailing envelope. For example: after correction of a malfunction, your operator has no worry of causing a subsequent stoppage because of improper alignment. The Phillipsburg does this automatically. Again, this leads to one basic advantage . . . less downtime.

NO FANNING OF MATERIAL REQUIRED

On the Phillipsburg, you merely deposit the material into the insert stations as they come to you - trays (tab room items), boxes (envelopes) or cartons (literature from printers).

NO REMOVAL OF DISCONTINUED PIECE

If one of your inserts is not required for a certain portion of your run, merely turn off the vacuum and detection at its station. The material does not have to be removed from the insert hopper.

OPERATIONAL ADVANTAGES AND FEATURES OF MODEL 5000 (continued)

ONE SIDE FEED

No running around the machine to feed material is required. All envelopes and insert material is loaded from the front of the machine (current machines are built lower to easier facilitate loading).

SECURITY OF COMPLETED PRODUCT

Envelopes are sealed immediately after insertion. This means no fear of losing part of the material from the envelope during subsequent operations (turn-over, turn-around, metering, stacking).

CENTRALIZED CONTROLS

Machine controls are conveniently grouped for simple operation. No hard-to-reach dials - no wasted motions. Flip a switch and the machine is on. Turn a dial to set the machine speed. Safety stop bars at rear and front are within easy operator reach.

D.C. DRIVE MOTOR

Variable speed d.c. drive allows for differences in insert materials and envelope conditions. Solid state electronic speed control lets your operator match operating speed to the material being run for maximum productivity.

FUNCTIONAL ADVANTAGES OF THE PHILLIPSBURGHEAVY DUTY CONSTRUCTION

The Phillipsburg is designed for long lived, high volume usage. A true production inserting machine. Extra heavy beveled gears, bronze bushings are standard. The vast majority of parts used are machined at our plant, not stamped out.

VACUUM FEED

Allows maximum capability for handling diverse paper stock - thin, bulky, slick, or rough. This particular feature is found on all better paper handling equipment (folders, offset presses, etc.). It is one of the features which sets the Phillipsburg Inserter far ahead of competition.

MECHANICAL DESIGN

The base machine has no complicated wiring systems requiring highly skilled technicians to make minor adjustments. Ordinary operators can make 80% of needed mechanical adjustments. The result to your company will be less downtime and less operating costs.

MOST ACCURATE DETECTION SYSTEM

Your operator will be able to visually inspect for correct settings. The extreme accuracy for detecting doubles and misses allows payroll checks to be a commonplace application on the Phillipsburg Inserter. An exclusive attachment called a Secondary Detector will guarantee that the operator does not make a mistake as well as the Inserter.

JAM DETECTION

Devices are located near the envelope flap opener, insert table, and stacker of the machine. When a malfunction is sensed, the machine will stop with the least amount of damage to your material.

FUNCTIONAL ADVANTAGES OF THE PHILLIPSBURG - CONT.ELECTRONIC ERROR DETECTION

Error detectors at each insert station guard against misfeeds and double feeds. If an error, such as two inserts sticking together, does occur the machine stops automatically and a red indicator lamp shows exactly where the trouble is. This standard feature is vital for mailings of payrolls, proxies, and documents of similar importance.

MANY ATTACHMENTS AVAILABLE

The basic machine easily handles all routine applications. However, for a unique insert or for the more sophisticated mailer, many accessory items are available for processing unusual jobs. These attachments, plus our experience garnered as the oldest and largest manufacturer of inserting equipment, permit Phillipsburg Users to handle virtually any inserting job, regardless of how bizarre it may appear at first sight.

ADDITIONAL EXPEDITER 5000 FEATURES1. ONE OPERATOR

The Expediter 5000 Inserter is so simple to operate that only one person is needed to keep it humming. Lets your other people remain productive at their regular jobs. Even large mailings can be handled without disrupting your staff. Mailings run smoother. Morale remains high.

2. CENTRALIZED CONTROLS

Machine controls are conveniently grouped for simple operation. No hard-to-reach dials, no wasted motions. Flip a switch and the machine is on. Turn a dial to set the machine speed. Safety stop bars at rear and front are within easy operator reach.

3. FINGERTIP ADJUSTMENTS

Ease of setup is a hallmark of Phillipsburg Inserters. The Expediter 5000 is no exception. Tool free, fingertip adjustments permit fast change from one insert or envelope size to another. All adjustments are made on top of the machine within easy reach.

4. D.C. DRIVE MOTOR

Variable speed D.C. drive allows for differences in insert materials and envelope conditions. Solid state electronic speed control lets your operator match operating speed to the material being run for maximum productivity.

5. ELECTRONIC ERROR DETECTION

Error detectors at each insert station guard against misfeeds and double feeds. If an error, such as two inserts sticking together does occur, the machine stops automatically and a red indicator lamp shows exactly where the trouble is. This standard feature is vital for mailings of payrolls, dividend checks, proxies, and documents of similar importance.

6. CONTEMPORARY STYLING

Vibrant red/orange finish and clean, modern design of the Expediter 5000 will add bright color accent to office or mailroom.

ADDITIONAL EXPEDITER 500 FEATURES - Cont'd

7. AIR AND DETECTION CONTROL PANEL (OPTIONAL EQUIPMENT)

Allows you to selectively turn off insert stations when not in use. Stations can be turned on or off through the simple flip of a switch.

MATERIAL SPECIFICATIONS

To facilitate a smooth and satisfactory installation on the Phillipsburg Inserting Machine, we recommend that the following material specifications be observed:

A. ENVELOPES1. Size Range

- (a) Minimum length is 6"
- (b) Maximum length is 9 1/2"
- (c) Minimum width is 3 1/4"
- (d) Maximum width is 6 1/4"

2. Flap Specifications

- (a) Maximum depth - 2 5/16"
- (b) The corners should be rounded, particularly on flaps greater than 1 1/4". At 1 3/4" from the crease, the flap should be 9/16" in from the side of the envelope.

3. Glassine Windows

- (a) Special notice should be given the envelope manufacturer to glue the glassine thoroughly across the top of the window as close to its edge as possible. Most envelope companies will make the necessary adjustments if told that the envelope will be used in a machine operation.
- (b) Open windows require a small additional attachment.

B. INSERTS1. Size Range

- (a) Maximum length is 9"
- (b) Maximum width is 6"
- (c) Minimums are generally no problem.

MATERIAL SPECIFICATIONS (Cont'd)2. Thickness Range

- (a) Minimum is 18 lb. paper stock.
- (b) Maximum is 1/4"
- (c) The heavier the piece above 18 lb. stock, the better the operation, generally.

3. Clearance Requirements

- (a) Need 1/4" on both sides (1/2" total) for best results.
- (b) Need 1/8" from top of insert to crease on flap for closing.
- (c) Should be measured with insert or inserts in envelope to allow for thicker pieces.

4. Folds

- (a) Inserts should have folded edge along its length.
- (b) Side folds, accordion folds can be accommodated, if proper notice is given.

LEASING GUIDELINES FOR STATE AND LOCAL GOVERNMENT

The state and local government lease program offers lower lease rates than our regular commercial rates when the attached addendum is signed. The cost savings is normally in the range of two to six percentage points depending on size of transaction. We are able to offer these special rates because the Internal Revenue Code does not tax interest income on these transactions.

Program May Be Offered to:

State, County and City governments, their departments and facilities controlled by them and supported by appropriations from the state, county or city if accompanied by signed addendum.

Program May Not Be Offered To:

Federal government or any of its departments or agencies, or those State and Local governments who will not sign attached addendum.

Eligible Equipment:

All Bell & Howell equipment, does not include any supplies, maintenance, or shipping charges.

Lease Terms:

12, 24, 36, 48 and 60 months

If subjects current fiscal year term remaining is shorter than Six Months we will require a side letter stating that lease funds will be available for the next fiscal year.

Lease Rates:

Cost of Equipment	1 Year	2 Years	3 Years	4 Years	5 Years
Under \$20,000	.08941	.04711	.03308	.02611	.02186
Over \$20,000	.08897	.04684	.03288	.02593	.02154

Purchase Option:

Lessee may purchase equipment at end of stated lease term for \$1.00.

Lease Deposits:

First in advance.

Termination Charge:

The nonappropriation feature states that if funds are not appropriated for any fiscal year following the initial fiscal year, lessee may return equipment to lessor at his expense providing the following conditions are satisfied.

Termination Charge: (Continued)

1. Lessee delivers unencumbered title to the equipment to Lessor.
2. Equipment is returned to Lessor in good condition with reasonable wear and tear expected.
3. Thirty (30) days written notice is given to Lessor stating the failure of appropriations as the reason for return and certifying that the equipment is not being replaced by similar equipment from another vendor.
4. In the event the Lessee returns the equipment for a failure of appropriations, all amounts accrued and due to Lessor to the day the equipment is returned or tendered for return shall be paid by Lessee. Lessee shall also pay a \$100 termination charge as a result of nonappropriation.

Buyout:

During the term of the lease Lessee can purchase the equipment for the principle balance outstanding (determined by Bankers Rule of 78's) as shown by the attached Amortization Schedule, plus purchase option of \$1.00.

Authorized Signature:

Only a person authorized to commit the government agency or department to the terms of the lease and to the monthly payments called for may sign a lease. On transactions over \$25,000 or cumulative balances with same lessee additional documentation will be required; this may include an attorney opinion letter (letter from agency's attorney stating that person signing lease can bind that agency to terms and conditions of lease), or other independent written verification that the signer is duly authorized to commit the lessee to the terms and conditions of the BHAC lease.

Billing Instructions:

Billing instructions should be included on accompanied purchase order.

If there are any questions, please call the Bell and Howell Acceptance Corporation Toll Free Number 1-800-323-8071.

PREVENTIVE MAINTENANCE AGREEMENT

<u>Type of Coverage</u>	<u>Number Inspections</u>	<u>Free Calls</u>	<u>Price</u>
Limited Full	4	6	\$930.00

Under a Limited Full Coverage agreement, the number of inspections and free calls indicated are covered. If the number of free calls are reached, the calls are chargeable at a 20% reduction from our current rates for labor and travel. All parts are covered except expendables such as cups, hoses, springs, etc. as are pumps and motors.

If you would like to consider expanding your service coverage, we would like to offer the following maintenance agreement.

<u>Type of Coverage</u>	<u>Number Inspections</u>	<u>Free Calls</u>	<u>Price</u>
Full	4	All	\$1,205.00

Under a Full Coverage Agreement, the number of inspections and free calls indicated are covered. All parts except expendables such as cups, hoses, springs, etc. are covered.

Our present rate for labor is \$75.00 per hour and travel \$50.00.

These service calls are for service performed between 8:30 A.M. and 5:00 P.M., Monday through Friday, except Holidays.

SERVICE FACILITIES

The servicing requirements on the Bell & Howell PHILLIPSBURG Inserting Machine are unusually low.

In the event service is needed, competent service is available on call from our local service office in Fort Wayne, Indiana, assuring prompt, courteous, and skillful help when needed.

The best protection against emergency breakdown is a regular maintenance schedule of preventive maintenance. Our Service Representatives will be glad to discuss a contract with you which will provide periodic inspection, cleaning, lubrication, and replacement of worn parts. It will be one of the least expensive investments your company can make.

710's
J-85-08-47

DIGEST SHEET

TITLE OF ORDINANCE: SPECIAL

DEPARTMENT REQUESTING ORDINANCE: PURCHASING

SYNOPSIS OF ORDINANCE:

AN ORDINANCE AWARDING A BID TO THE FRIDEN MAILING EQUIPMENT CO. WITH RESPECT TO THE PURCHASE OF A MAILING INSERTION MACHINE CAPABLE OF INSERTING FOUR PIECES INTO A CARRIER ENVELOPE.

EFFECT OF PASSAGE:

PRESENT EQUIPMENT LEASE EXPIRES AUGUST, 1985. PRESENT EQUIPMENT REQUIRES TOO MUCH MAINTENANCE, AND MANUAL STUFFING OF UTILITY BILLS HAS COST DEPARTMENT COUNTLESS MANHOURS.

EFFECT OF NON-PASSAGE:

THERE WOULD BE AN ABUNDANCE OF REPAIR BILLS. IT WOULD BE LESS EXPENSIVE TO PURCHASE VS. LEASE.

MONEY INVOLVED (Direct costs, Expenditures, Savings):

FRIDEN MAILING EQUIPMENT - \$11,382.00

ASSIGNED TO COMMITTEE (President):

BILL NO. S-85-08-47

REPORT OF THE COMMITTEE ON CITY UTILITIES

WE, YOUR COMMITTEE ON CITY UTILITIES TO WHOM WAS

REFERRED AN (ORDINANCE) (~~RESOLUTION~~) approving City Utilities

Purchase Order #A-45012 by the City of Fort Wayne by and through
its Department of Purchasing and Friden Mailing Equipment Co., for
the Office Services Department

HAVE HAD SAID (ORDINANCE) (~~RESOLUTION~~) UNDER CONSIDERATION AND BEG
LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID (ORDINANCE)
(~~RESOLUTION~~)

YES

NO

Thomas C. Henry
THOMAS C. HENRY
CHAIRMAN

Janet G. Bradbury
JANET G. BRADBURY
VICE CHAIRWOMAN

Donald J. Schmidt
DONALD J. SCHMIDT

James S. Stier
JAMES S. STIER

Charles B. Redd
CHARLES B. REDD

CONCURRED IN 9-10-85

SANDRA E. KENNEDY
CITY CLERK